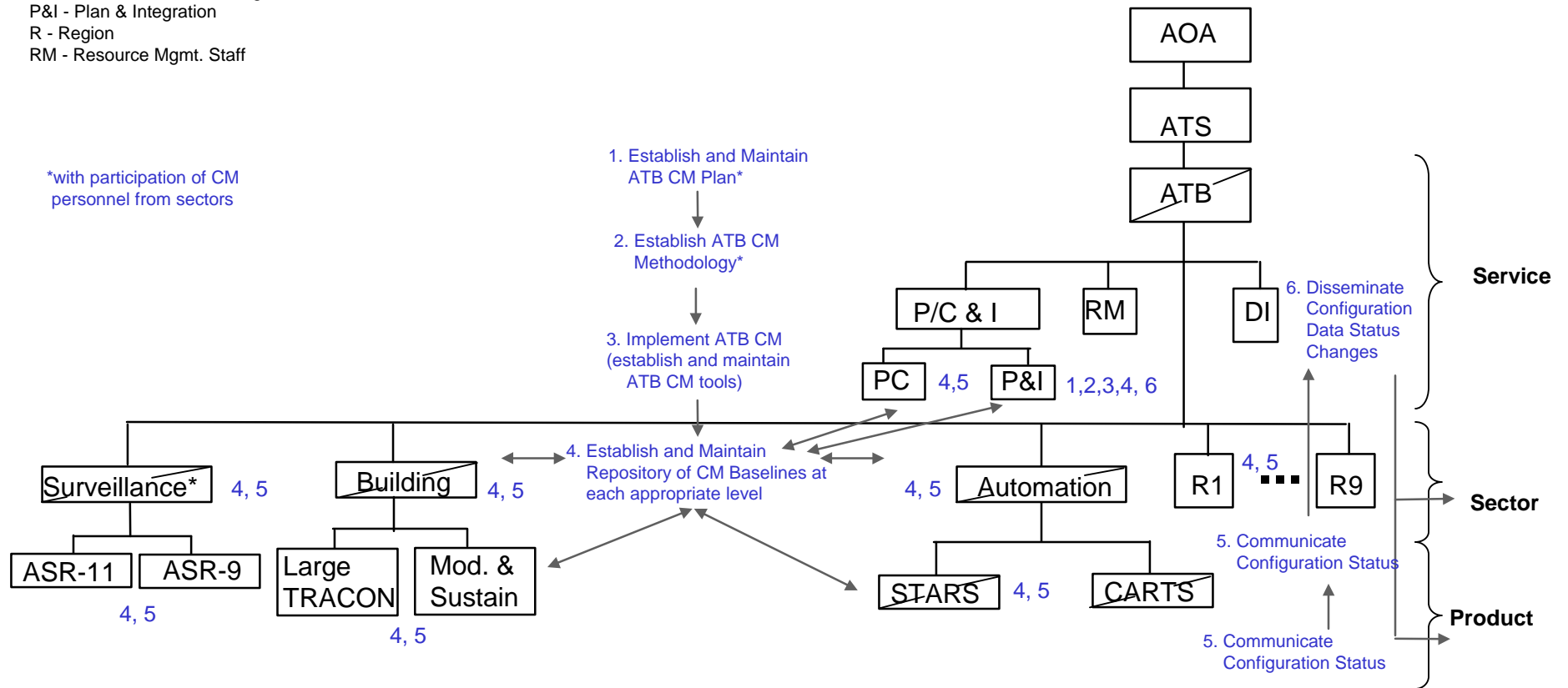# Cross ATB Configuration Management

DI - Deployment Support
PC - Program Control
P/C & I - Plan/Control & Integration
P&I - Plan & Integration
R - Region
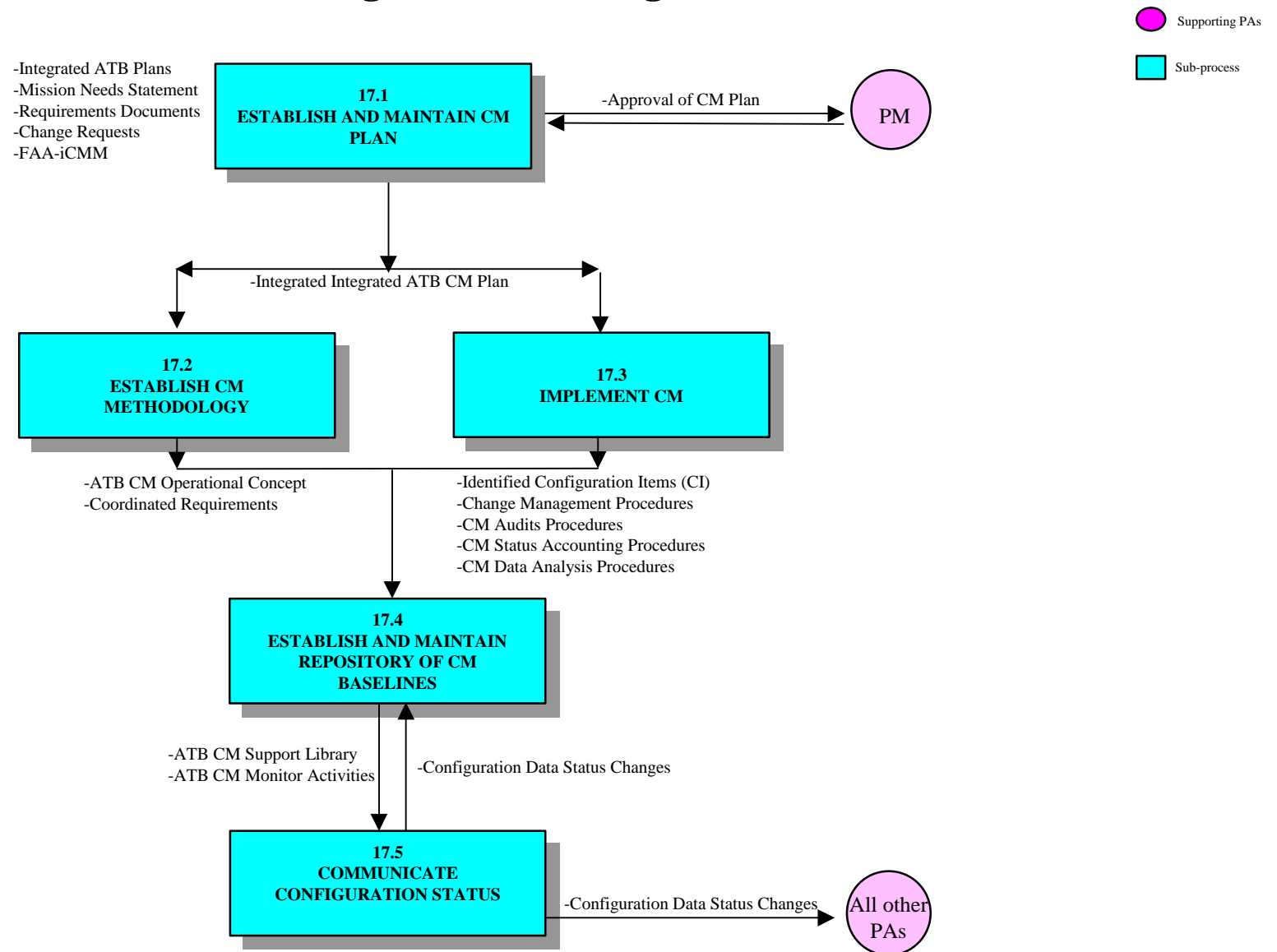RM - Resource Mgmt. Staff

*with participation of CM
personnel from sectors

1. Establish and Maintain
ATB CM Plan*

2. Establish ATB CM
Methodology*

3. Implement ATB CM
(establish and maintain
ATB CM tools)

4. Establish and Maintain
Repository of CM Baselines at
each appropriate level

6. Disseminate
Configuration
Data Status
Changes

5. Communicate
Configuration Status

5. Communicate
Configuration Status

AOA

ATS

ATB

P/C & I   RM   DI

PC   4,5   P&I   1,2,3,4, 6

Surveillance*   4, 5   Building   4, 5

ASR-11   ASR-9   Large TRACON   Mod. & Sustain

4, 5   4, 5

4, 5   Automation

STARS   4, 5   CARTS

R1   4, 5   ● ● ●   R9

Service

Sector

Product

*Initially - Planning Only

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17. ATB Configuration Management (CM)

Previous Process: On-going process for duration of terminal business service (ATB)	**Purpose/Definition:** To establish and maintain data and status of identified configuration units/items, analyze and control change, and establish the integrity of work products.	**Next Process:** On-going process for duration of business service
Performing Agent(s): • ATB Lead • ATB Team	**Owner:** ATB Lead	**Customer(s):** • ATB Team • ATB stakeholders & customers • Senior FAA Management
	Sub-Processes: 17.1 Establish and Maintain CM Plan 17.2 Establish CM Methodology 17.3 Implement CM 17.4 Establish and Maintain Repository of CM Baselines 17.5 Communicate Configuration Status	**Output(s):** • Integrated ATB CM Plan • ATB CM Tools • ATB CM Reports
Input(s): • Integrate ATB Plan • Mission Needs Statement • Requirements Document • Change Requests • FAA iCMM		**Reviews and Audits:** • ATB CM peer review (Process) • Product Level peer review (Product)
Entry Criteria: • Formation of ATB	**Training/Tools/Handbooks/Policy:** AMS — DD 1000 Mil HDBK 61 — SS 1000 EIA/IS -649 — SR 1000 MIL-STD 973 — NAS MD001 DOCCON FAST	**Exit Criteria:** • ATB shutdown completed

ATB Configuration Management (CM)

Supporting PAs (legend, magenta circle)

Sub-process (legend, cyan box)

-Integrated ATB Plans
-Mission Needs Statement
-Requirements Documents
-Change Requests
-FAA-iCMM

**17.1
ESTABLISH AND MAINTAIN CM PLAN**

-Approval of CM Plan → **PM**

-Integrated Integrated ATB CM Plan

**17.2
ESTABLISH CM METHODOLOGY**

**17.3
IMPLEMENT CM**

-ATB CM Operational Concept
-Coordinated Requirements

-Identified Configuration Items (CI)
-Change Management Procedures
-CM Audits Procedures
-CM Status Accounting Procedures
-CM Data Analysis Procedures

**17.4
ESTABLISH AND MAINTAIN REPOSITORY OF CM BASELINES**

-ATB CM Support Library
-ATB CM Monitor Activities

-Configuration Data Status Changes

**17.5
COMMUNICATE CONFIGURATION STATUS**

-Configuration Data Status Changes → **All other PAs**

17.1. Establish and Maintain ATB CM Plan

Previous Process:

On-going process for duration of terminal business service (ATB)

Performing Agent(s):

- ATB Lead
- Service Level CM staff

Input(s):

- Integrate ATB Plan
- Mission Needs Statement
- Requirements Document
- Change Requests
- FAA iCMM

Entry Criteria:

- Formation of ATB

Purpose/Definition:

To develop an overall plan, policies, and procedures for configuration management within The ATB. To tailor ATB plan, policies.

Owner: ATB Lead

Sub-Processes:
17.1.1 Identify CM requirements
17.1.2 Document CM activities
17.1.3 Obtain CM resources and commitment

Training/Tools/Handbooks/Policy:
AMS
Mil HDBK 61
EIA/IS -649
MIL-STD 973
DOCCON
FAST

Next Process:

17.2 Establish CM Methodology

Customer(s):

- ATB Team
- ATB stakeholders & customers

Output(s):

- ATB CM Plan

Reviews and Audits:

- ATB CM peer review (Process)
- Product Level peer review (Product)

Exit Criteria:

- ATB shutdown completed

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17.2 Establish CM Methodology

Previous Process:

17.1 Establish and Maintain ATB CM Plan

Performing Agent(s):

• ATB Lead
• Service Level CM staff

Input(s):

• Integrate ATB Plan
• Mission Needs Statement
• Requirements Document
• Change Requests
• FAA iCMM

Entry Criteria:

• Formation of ATB

Purpose/Definition:

To select a specific CM methodology (policies and procedures) for the unit(s)/item(s) to be placed under configuration management.

Owner: ATB Lead

Sub-Processes:

17.2.1 Define operational concept
17.2.2 Coordinate requirements for Sector/Product Level CM Plans

Training/Tools/Handbooks/Policy:
AMS
Mil HDBK 61
EIA/IS -649
MIL-STD 973
DOCCON
FAST

Next Process:

17.3 Implement CM

Customer(s):

• ATB Team
• ATB stakeholders & customers

Output(s):
• ATB CM Methodology

Reviews and Audits:
• ATB CM peer review (Process)
• Product Level peer review (Product)

Exit Criteria:

• ATB shutdown completed

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17.3 Implement Configuration Management

Previous Process: 17.2 Establish CM Methodology	**Purpose/Definition:** To document items to be configuration managed, manage the change approval process, audit the products for conformance, report on the status of products under CM, and maintain a repository for all recommended changes and their disposition.	**Next Process:** 17.4 Establish and Maintain Repository of CM Baselines
Performing Agent(s): • ATB Lead • Service Level CM staff • Sector Level CM staff • Product Level CM staff	**Owner:** ATB Product Lead **Sub-Processes:** 17.3.1 Identify C.I. for CM 17.3.2 Perform Change Management 17.3.3 Perform CM Audits 17.3.4 Perform CM Status Accounting (CSA) 17.3.5 Perform CM Data Management	**Customer(s):** • ATB Team • ATB stakeholders & customers • Contractor(s) / Developer(s)
Input(s): • Integrate ATB Plan • Mission Needs Statement • Requirements Document • Change Requests • FAA iCMM		**Output(s):** • Baseline documentation • Reports from CSA, Configuration Audits, & Data Management activities
		Reviews and Audits: • ATB CM peer review (Process) • Product Level peer review (Product)
Entry Criteria: • Formation of ATB	**Training/Tools/Handbooks/Policy:** AMS Mil HDBK 61 EIA/IS -649 MIL-STD 973 DOCCON FAST	**Exit Criteria:** • ATB shutdown completed

17.4 Establish and Maintain Repository of CM Baselines

Previous Process: 17.3 Implement Configuration Management	**Purpose/Definition:** Maintain repository of information on units/items under CM	**Next Process:** 17.5 Communicate Configuration Status
Performing Agent(s): • ATB Lead • Service Level CM staff • Sector Level CM staff • Product Level CM staff	**Owner:** ATB Product Lead **Sub-Processes:** 17.4.1 Establish and maintain ATB Support Library (TSL) 17.4.2 Monitor CM Activities	**Customer(s):** • ATB Team • ATB stakeholders & customers • Contractor(s) / Developer(s)
Input(s): • Product Baselines		**Output(s):** • CM Database • Ad hoc Reports
		Reviews and Audits: • ATB CM peer review (Process) • Product Level peer review (Product)
Entry Criteria: • Formation of ATB	**Training/Tools/Handbooks/Policy:** AMS Mil HDBK 61 EIA/IS -649 MIL-STD 973 DOCCON FAST	**Exit Criteria:** • ATB shutdown completed

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17.5 Communicate Configuration Status

Previous Process: 17.4 Establish and Maintain Repository of CM Baselines	**Purpose/Definition:** To communicate status of proposed changes, and baselines and configuration data, and access information to affected groups and individuals.	**Next Process:**
Performing Agent(s): • ATB Lead • Service Level CM staff • Sector Level CM staff • Product Level CM staff	**Owner:** ATB Product Lead	**Customer(s):** • ATB Team • ATB stakeholders & customers • Contractor(s) / Developer(s)
	Sub-Processes: 17.5.1 Inform affected groups/individuals of status changes to configuration data 17.5.2 Provide access to configuration data to all affected groups/individuals	
Input(s): • ATB CM Plan • FAA iCMM		**Output(s):** • Ad hoc Reports
		Reviews and Audits: • ATB CM peer review (Process) • Product Level peer review (Product)
Entry Criteria: • Formation of ATB	**Training/Tools/Handbooks/Policy:** AMS Mil HDBK 61 ACQUISITION RISK ASSESS EIA/IS -649 TRANSITION PLAN MIL-STD 973 DOCCON FAST	**Exit Criteria:** • ATB shutdown completed

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Sub-Processes

Backup Slides

17.3.1 Identify C.I. for CM

Previous Process:
16.2.7 Tailor CM Plan, Policies, & Procedures,
16.3.5 Perform CM Data Management
PA 02 - Requirements
PA 09 - Transition

Purpose/Definition:
Establish and maintain all baselines.

Next Process:
16.3.2 Perform Change Management
16.3.3 Perform CM Audits,
16.3.4 Perform CM CSA
16.3.5 Perform CM Data Management

Performing Agent(s):
• IPT/PT CM

Owner: ATB Product Lead

Sub-Processes:
16.3.1.1 Establish and maintain the Functional Baseline
    16.3.1.1.1. Review Functional Specification and associated data
    16.3.1.1.2. Coordinate initial Functional Baseline for decomposition
    16.3.1.1.3. Perform Functional Baseline Maintenance
    16.3.1.1.4. Release Functional Baseline documentation suite and updates

16.3.1.2 Establish and maintain the Allocated Baseline with Developer
    16.3.1.2.1. Monitor initial Allocated Baseline for decomposition
    16.3.1.2.2. Monitor Allocated Baseline Maintenance
    16.3.1.2.3. Review & monitor Allocated Baseline documentation suite and updates

16.3.1.3 Establish Product Baseline with Developer/ Contractor
    16.3.1.3.1. Monitor Contractor's Developmental Baseline
    16.3.1.3.2. Request FAA Type Numbers (as necessary)

16.3.1.4 Establish & maintain the Operational Baseline
    16.3.1.4.1. Prepare SPB and EEM Chapter
    16.3.1.4.2. Deliver and install SPB/EEM at field locations

Customer(s):
• Contractor(s) / Developer(s)
• Responsible IPT/PT
• other IPTs/PTs whose products interface with product/item under CM
• Field & 2nd Level Maintenance

Output(s):
• Baseline Documentation

Metrics:
• Time to develop/update Baseline (each)
• Number of C.I.s added/removed(monthly)
• Customer Survey (Semi-annual)

Reviews and Audits:
• AUA CM peer review (Process)
• IPT/PT peer review (Product)

Input(s):
• IPT CM Plan
• Product to be placed under CM (e.g., SLS, IRD, RTM)

Entry Criteria:
Approval of tailored plan, policies, and procedures by the IPT Lead

Training/Tools/Handbooks/Policy:
• AMS
• Mil HDBK 61   • Acquisition Risk Assess
• EIA/IS -649   • Transition Plan
• MIL-STD 973
• DOCCON

Exit Criteria:
Baseline established.

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17.3.2 Perform Change Management

Previous Process:	**Purpose/Definition:**	**Next Process:**
16.3.1. Identify C.I. for CM 16.3.5. Perform CM Data Mgmt PA 02 - Requirements PA 09 - Transition, PA 11 - Project Management PA 12 - Contract Management, PA 15 - Quality Assurance	Coordinate, process and monitor implementation of proposed changes.	16.3.5.Perform CM Data Management PA 02 - Requirement PA 09 - Transition PA 11 - Project Management PA 12 - Contract Management PA 15 - Quality Assurance

Performing Agent(s):	**Owner:** ATB Product Lead	**Customer(s):**

• IPT/PT CM
• IPT CCB
• NAS CCB
	Sub-Processes:
	16.3.2.1. Coordinate Proposed Change
	   16.3.2.1.1. Receive and coordinate proposed change
	   16.3.2.1.2. Process case file
	   16.3.2.1.3. Process NCP
	   16.3.2.1.4. Process ECP
	   16.3.2.1.5. Process PTR
	   16.3.2.1.6. Process deviation/waiver
		• Contractor(s) / Developer(s)
		• Responsible IPT/PT
		• other IPTs/PTs whose products interface with product/item under CM
		• Field & 2nd Level Maintenance

Input(s):
• Baseline Documentation
• Proposed Change
• Quality Assurance Reports
• Problem Reports

16.3.2.2. Process Proposed Change
  16.3.2.2.1. Prepare Agenda
  16.3.2.2.2. Issue Agenda
  16.3.2.2.3. Conduct CCB
  16.3.2.2.4. Document CCB Decision
  16.3.2.2.4. Distribute Approved Change/CCB Decision
16.3.2.3. Monitor Implementation
  16.3.2.3.1. Identify implementing actions
  16.3.2.3.2. Coordinate implementation actions
  16.3.2.3.3. Track actions and implementation

Output(s):
• CCB Decision
• Updated Baseline
• Problem Reports

Metrics:
• Time to process change
• Number of priority changes
• Disposition

Reviews and Audits:
• AUA CM peer review (Process)
• IPT/PT peer review (Product)

Entry Criteria:	**Training/Tools/Handbooks/Policy:**	**Exit Criteria:**
Receipt of proposed change	• AMS • Mil HDBK 61 • EIA/IS -649 • MIL-STD 973 • DOCCON • FAST	Publication of CCB decision on proposed changed.

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17.3.3 Perform CM Audits

Previous Process:	**Purpose/Definition:**	**Next Process:**
16.3.1. Identify C.I. for CM 16.3.5. Perform CM Data Management PA-08 System Test & Evaluation PA-09 Transition PA-15 Quality Assurance	Validate the integrity of configuration managed item/unit.	16.3.4 Perform CSA 16.3.5. Perform CM Data Management

Performing Agent(s):

- IPT/PT CM

Owner: ATB Product Lead

Customer(s):
- Contractor(s) / Developer(s)
- Responsible IPT/PT
- other IPTs/PTs whose products interface with product/item under CM
- Field & 2nd Level Maintenance

Sub-Processes:
16.3.3.1.   Manage and verify Internal Audits
   16.3.3.1.1 Plan installation/software delivery
   16.3.3.1.2. Monitor installation and enter hardware into database
   16.3.3.1.3. Inventory hardware and verify against lab configuration
   16.3.3.1.4. Establish and manage test configuration
   16.3.3.1.5. Maintain master copy of software
   16.3.3.1.6. Run test procedures
   16.3.3.1.7. Participate in Post Test Meeting
   16.3.3.1.8. Determine resolution of PTRs
16.3.3.2.   Perform functional and physical configuration audits
   16.3.3.2.1 Plan FCA/PCAs
   16.3.3.2.2 Coordinate and perform audit
   16.3.3.2.3 Perform post audit activity

Input(s):
- CCB Decision Reports
- Appropriate baseline
- Unit/item under configuration control

Output(s):
- Audit Report

Metrics:
- Number of discovered discrepancies
- Number of discovered discrepancies found by other technical areas

Reviews and Audits:
- AUA CM peer review (Process)
- IPT/PT peer review (Product)

Entry Criteria:
- IPT/PT program plan directs when Configuration Audits are to be performed.

Training/Tools/Handbooks/Policy:
- AMS
- Mil HDBK 61
- EIA/IS -649
- MIL-STD 973
- DOCCON
- FAST

Exit Criteria:
Publication of CM Audit Report

17.3.4 Perform CM Status Accounting (CSA)

Previous Process:	**Purpose/Definition:**	**Next Process:**
16.3.1.Identify C.I. for CM 16.3.3 Perform CM Audits 16.3.5.Perform CM Data Management PA 15 - Quality Assurance PA 08 - System Test and Evaluation	Report on the status of baselines and proposed changes.	16.3.5.Perform CM Data Management

Performing Agent(s):	**Owner:** ATB Product Lead	**Customer(s):**
• IPT/PT CM		• Contractor(s) / Developer(s) • Responsible IPT/PT • other IPTs/PTs whose products interface with product/item under CM • Field & 2nd Level Maintenance

Sub-Processes:

16.3.4.1.Perform CSA for vendor change vehicles and baseline data
    16.3.4.1.1. Review vendor data
    16.3.4.1.2. Develop reports
    16.3.4.1.3. Distribute reports

16.3.4.2.Perform CSA for CFs/NCPs/CCDs and associated baselines
    16.3.4.2.1. Capture Case File (CF) information
    16.3.4.2.2. Capture NCP status
    16.3.4.2.3. Capture CCD status
    16.3.4.2.4. Generate NCP/CCD reports

16.3.4.3.Perform CSA for FAA PTRs/Information Items, Site Program Bulletins, and associated baselines
    16.3.4.3.1. Capture initial problem trouble report (PTR)/information item/site program bulletin (SPB)
    16.3.4.3.2. Capture updated PTR data/information items/SPB
    16.3.4.3.3. Generate PTR and SPB reports

16.3.4.4.Perform CSA for HDRs, EEM Chapters, and associated baselines

    16.3.4.4.1. Capture initial HDR/EEM Chapter
    16.3.4.4.2. Capture updated HDR/EEM Chapter database information with implementation status
    16.3.4.4.3. Generate HDR and EEM Chapter Reports

16.3.4.5.Perform CSA for IPT/Product Team data
    16.3.4.5.1. Review internal IPT/PT data
    16.3.4.5.2. Develop reports
    16.3.4.5.3. Distribute reports

Input(s):		**Output(s):**
• Request of configuration status of item under CM • Baselines • CCB Decisions		• CSA reports

Metrics:
• Traceability of changes
• Planned vs. actual staff level required to accomplish CSA
• Survey of CSA quality
• Number of discrepancies during product life cycle

Reviews and Audits:
• AUA CM peer review (Process)
• IPT/PT peer review (Product)

Entry Criteria:	**Training/Tools/Handbooks/Policy:**	**Exit Criteria:**
Receipt of baseline, CCB decision, or request for status report.	• AMS • Mil HDBK 61 • EIA/IS -649 • MIL-STD 973 • DOCCON • FAST	Documentation of baseline, CCB decision, or publication of requested report.

17.3.5 Perform CM Data Management

Previous Process: 16.3.1. Identify C.I. for CM 16.3.2. Perform Change Mgmt 16.3.3. Perform CM Audits 16.3.4. Perform CSA PA 02 - Requirements PA 09 - Transition PA 08 - System Test & Evaluation PA 11 - Project Management, PA 12 - Contract Management PA 15 - Quality Assurance	**Purpose/Definition:** Maintain repository of information on units/items under CM	**Next Process:** 16.3.1. Identify C.I. for CM 16.3.2. Perform Change Mgmt 16.3.3. Perform CM Audits 16.3.4. Perform CSA PA 02 - Requirements PA 08 - System Test & Evaluation PA 09 - Transition PA 11 - Project Management, PA 12 - Contract Management PA 15 - Quality Assurance
Performing Agent(s): • IPT/PT CM	**Owner:** ATB Product Lead	**Customer(s):** • Contractor(s) / Developer(s) • Responsible IPT/PT • other IPTs/PTs whose products interface with product/item under CM • Field & 2nd Level Maintenance
Input(s): • Baselines • CCB Decisions • work products and supporting documentation	**Sub-Processes:** 16.3.5.1. Establish and maintain Program Support Library (PSL) 16.3.5.1.1. Identify lifecycle IPT information needs, data, standards, and metadata. 16.3.5.1.2. Identify information repositories and arrange for IPT access 16.3.5.1.3. Process information requests 16.3.5.2. Monitor CM Activities 16.3.5.2.1. Plan and schedule monitoring activities 16.3.5.2.2. Review vendor/contractor materials and compliance with IPT Metrics Plan 16.3.5.2.3. Prepare/review assessments	**Output(s):** • CM Database • Ad hoc Reports
		Metrics: • Amount of time to create/revise data item using process • Number of times unanswered query for information is generated (quality of data management system)
		Reviews and Audits: • AUA CM peer review (Process) • IPT/PT peer review (Product)
Entry Criteria: Receipt of baseline, CCB decision, or request for ad hoc information	**Training/Tools/Handbooks/Policy:** • AMS • Mil HDBK 61 • EIA/IS -649 • MIL-STD 973 • DOCCON • FAST	**Exit Criteria:** System/product/item is no longer part of the NAS inventory